

Parents' Evening: Spring Term 2021

Following up from our parent/carer survey last term, we have set up bookings via phone/video using the 'SchoolCloud' platform. Please click the link at the bottom of this letter – it can also be found at the bottom of the front page of our website. There is no password for you to remember. When you book you will also have the option to submit any questions you may have for the teacher.

At the time of your meeting you will be able to connect via phone, tablet or PC as a video or voice call. If you would not like a video call, then please do not switch your camera on and then the teacher won't either.

Booking is now open. There is one appointment per pupil. If you are co-parenting, please arrange a suitable time that you can both be available. One parent will need to make the booking and give the email address of the other parent, so that you both can attend the meeting (you need to use the link you with both have in your separate emails).

The appointment is for 7 minutes. All appointments will run to time so please log-in a few minutes before your appointment starts. We are planning to share children's work with you later in the year when circumstances change. In the summer term there will be a written report including assessment information. We hope you find the new style of parents' evening useful and we look forward to meeting you online soon.

Detailed instructions are available by clicking on the following link:

<https://highham.schoolcloud.co.uk/>

Dates:

Maple, Oak and Willow:

Monday 1st March (2:30pm – 5:30pm)

Tuesday 2nd March (3:40pm – 6:00pm)

Ash, Cedar and Elm:

Wednesday 3rd March (2:30pm – 5:30pm)

Thursday 4th March (3:00pm – 6:00pm)

High Ham Parents' Guide for Booking Appointments

<https://highham.schoolcloud.co.uk/>

Your Details		
Title	First Name	Surname
Mrs	Rachael	Abbot
Email	Confirm Email	
raboot4@gmail.com	raboot4@gmail.com	
Student's Details		
First Name	Surname	Registration Class
Ben	Abbot	11A
<input type="button" value="Log In"/>		

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

NB: remember you need to use the email address you have given the school and to put in the name you have given school. For example, William not Will.

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Step 3: Select Booking Mode

Choose the MANUAL booking mode when browsing on a mobile device.

Step 4: Choose Teachers

You should see your class teachers name, click on it.

Step 5 (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

Teacher	Subject	Subject	Room
Mr J Brown	ben	SENCO	AC
Mr J Brown	ben	English	AC
Mr J Brown	ben	English	AC
Mr J Brown	ben	English	AC
Miss B Patel	ben	Mathematics	AC
Mrs A Wheeler	ben	Science	AC

Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.